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**AWARDS, CEREMONIES AND HONORS, AIR  
FORCE RESERVE COMMAND RECRUITING  
AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction lists awards sponsored by the Commander of Air Force Reserve Command Recruiting Service (HQ AFRC/RS) and establishes criteria to attain them. It applies to all AFRC recruiting service personnel and implements AFD 36-28, *Awards and Decorations Programs*. It is subordinate to AFRCI 36-2801, *Air Force Reserve Awards Program*. Do not confuse these awards with military decorations, Air Force-sponsored awards, or gaining major command (MAJCOM)-sponsored awards. Refer questions or suggested changes to Headquarters Air Force Reserve Command Recruiting Service, Operations Branch (HQ AFRCRS/RSOO), 1000 Corporate Pointe Warner Robins, GA 31088-3430.

**SUMMARY OF REVISIONS**

This publication has substantially changed and must be completely reviewed. This revision includes AFRC Recruiting Service Flight responsibilities, modifies and clarifies criteria for quarterly and annual awards, and adds items 2, 8, 17, and 19 to **Table 2**.

**1. Objective.** HQ AFRCRS and each Flight present the awards listed in this instruction to stimulate competition and increase productivity among operating locations (OL), senior recruiters, and individual recruiters. HQ AFRC personnel are also recognized for their outstanding contributions to and in support of the AFRC Recruiting Service mission. Awards not contained in **Table 1**, or **Table 2**, are prohibited unless approved by HQ AFRCRS.

**2. References.** AFRCI 36-2801, *Air Force Reserve Awards Program*.

**3. Responsibilities:**

3.1. Commander of Recruiting Service:

- 3.1.1. Provides for recognition, development, and administration of a AFRC Recruiting Service awards program.
- 3.1.2. Ensures the timeliness and accuracy of information is paramount regarding the awards program.
- 3.1.3. Arranges appropriate awards ceremonies.
- 3.1.4. Authorizes appropriated funds for reasonable costs of trophies, plaques, etc., to recognize mission accomplishment.

3.2. Recruiting Service Operations Branch:

- 3.2.1. Determines award winners.
- 3.2.2. Has sole responsibility for the procurement and purchase of all annual and incentive awards.
- 3.2.3. Office of Primary Responsibility (OPR) for questions or suggested changes.

3.3. Recruiting Service Resources and Budget Division:

- 3.3.1. HQ AFRCRS/RSS representative procures quarterly/annual awards for Flight presentation based on instructions outlined in AFRCI 10-301.

3.4. Recruiting Flight:

- 3.4.1. Requests quarterly/annual awards from HQ AFRCRS/RSSR representatives.
- 3.4.2. Flight commanders supply names of winners to their HQ AFRCRS/RSSR representative for engraving.
- 3.4.3. (Added) Flight commanders and senior recruiters will not purchase plaques, trophies or other commodities for retirement, 10, 15, or 20 year incentive awards with recruiting funds.

**4. Recruiter Awards.** [Table 1.](#) and [Table 2.](#) contain the title, purpose, eligibility, description, and criteria for annual and quarterly awards presented by AFRC Recruiting Service. In cases of ties, duplicate awards will be presented. To be eligible for an award, overall RS recruiting goal must be achieved

**5. Frequency of Awards and Reporting Period.** All awards listed in [Table 1.](#) and [Table 2.](#) are presented on the previous quarter or fiscal year production. Two per week awards are headquarters produced awards. Quarterly awards are considered NAF competitions. Annual awards are both Flight and national competitions.

**6. Method of Presentation.** HQ AFRCRS, Recruiting Flight, or the appropriate wing commander (Wing/CC), presents awards at an appropriate ceremony (for example, national workshop, training meeting, or local wing commander's call).

**7. Source of Evaluation.** Accession data in the Recruiting Automated Management System (RAMS) is used to determine award winners.

**8. Selection Procedures.** Accession data provided by HQ AFRCRS/RSSO determines selections for awards. In unusual circumstances, AFRCRS/CC may exercise discretion in determining award winners.

**9. How Recipients are Notified.** HQ AFRCRS, Recruiting Flight, and/or the appropriate Wing/CC notify recipients when practical after selection.

**10. Timeline.** For annual awards, RSOO will determine the award winners within 30 days of RAMS closeout.

**Table 1. Special Awards (Annual).**

<b>I T E M</b>	<b>A  Title of Award</b>	<b>B  Purpose</b>	<b>C  Eligibility</b>	<b>D  Criteria</b>	<b>E See Notes</b>
1	Outstanding HQ AFRCRS Support Award	Recognize outstanding efforts of a HQ employee in support of the recruiting mission.	All personnel assigned to HQ AFRCRS	Extraordinary diligence, competence, and dedication in support of the Air Force Reserve Recruiting mission.	1, 4
2	Personnel Award	Recognize outstanding contributions by unit personnel in support of the recruiting mission.	Must be either an individual or staff assigned to the same unit location as the Reserve recruiting staff.	Outstanding contributions to the recruiting efforts of the unit Reserve recruiting mission.	2, 4
3	Public Affairs Award	Recognize outstanding contributions by public affairs staffs in support of the recruiting mission.	Must be either an individual or staff assigned to the same unit location as the Reserve recruiting staff.	Outstanding contributions to the recruiting efforts of the unit Reserve recruiting mission.	2, 4

<b>I T E M</b>	<b>A  Title of Award</b>	<b>B  Purpose</b>	<b>C  Eligibility</b>	<b>D  Criteria</b>	<b>E See Notes</b>
4	Outstanding Reserve Recruiting Support Award	Recognize outstanding support rendered by various staff agencies and/or individuals to the Reserve recruiting mission.	All support functions or individuals.	Extraordinary diligence, competence, and dedication in support of the Air Force Reserve Recruiting mission.	2, 4
5	Colonel Thomas M. McNish Physician Recruiting Excellence Award	Recognize top Air Force or Air Force Reserve Medical Officer, who, in partnership with Air Force Reserve Health Professions Recruiters, contributes to accessing the most physicians.	Any active duty Air Force medical officer or participating Air Force Reserve medical officer.	Extraordinary diligence, competence, and dedication that contributed to accessing the highest number of physicians into the Selected Reserve and/or stipend program.	3

**NOTES:**

1. Nominations are made by the recruiting manager, endorsed by Recruiting Flight, and include:
  - a. A cover letter identifying the nominee.
  - b. An attached written narrative no more than two pages.
  - c. Forward the written recommendation to AFRRCS/CCF within 15 days prior to the end of the FY.
2. The recruiting manager, Recruiting Flight, and/or HQ AFRCRS staff nominate individuals for consideration. Packages must arrive at HQ AFRCRS/RSOO within 15 days prior to the end of the fiscal year. Forward a written narrative supporting the nomination to the next higher echelon not later than 10 days following the end of the fiscal year.
3. Any Air Force Reserve recruiter, unit commander, or participating medical reservist, may submit a letter to nominate an individual. The nomination must include a summary of accomplishments and a citation prepared according to AFI 36-2805, Special Trophies and Awards.
4. Selection is made by a panel appointed by the Commander AFRC Recruiting Service.

**Table 2. HQ AFRC/RS Nominated Awards. (See Note 1).**

<b>I T E M</b>	<b>A  Title of Award</b>	<b>B  Purpose</b>	<b>C  Eligibility</b>	<b>D  Criteria</b>	<b>E  Frequency</b>	<b>F See Note</b>
1	Top Rookie Recruiter Award	Recognize top rookie recruiter	All rookie recruiters (no previous recruiting experience)	Highest percent of RS goal	Annual	2
2	Top Line Recruiter Award	Recognize top line recruiter	All line recruiters	Highest percent of RS goal	Annual/ Quarterly	
3	Top IMA Line Recruiter Award	Recognize top IMA line recruiter	All line recruiters	Highest number of IMA accessions	Annual	
4	Top NPS Award	Recognize top NPS line recruiter	All line recruiters	Highest number of NPS accessions	Annual/ Quarterly	
5	Top In-Service Recruiter (ISR) Award	Recognize top ISR	All ISRs	Highest percent RS goal	Annual/ Quarterly	
6	Top IMA In-Service Recruiter Award	Recognize top IMA in-service recruiter	All ISRs	Highest number of IMA accessions	Annual	
7	Top Lead Recruiter Award	Recognize top Lead recruiter	All Lead recruiters	Highest percent of RS goal	Annual	
8	Top Health Professions Recruiter Award	Recognize top Health Professions recruiter	All Health Professions recruiters	Highest percent RS goal	Annual/ Quarterly	
9	Two Per Week Award	Recognize recruiters who average 2 accessions per week	All recruiters	Minimum of 26 accessions per quarter	Quarterly	3

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10	Seven Per Quarter Award	Recognize Health Professions recruiters who access 7 Select Reserve physicians in the quarter	All Health Professions recruiters	Minimum of 7 unit / IMA physician access ions per quarter (not counting stipend)	Quarterly	
11	Superior Achievement Award	Recognize recruiters for superior performance	All recruiters	Highest percent over RS goal (Top 36 line, top 11 ISRs, and the top 3 Health Professions/Officer Accessions recruiters)	Annual	4
12	Century Club	Recognize recruiters who attain 100 or more accessions/ points	All recruiters	At least 100 accessions/ points	Annual	5
13	OL Recruiting Excellence Award	Recognize OLs for superior performance	All OLs	(note 6)	Annual	6
14	Flight Recruiting Excellence Award	Recognize for superior performance	All RS locations	(note 6)	Annual	6
15	Out standing Team Achievement Award	Recognize top OL f o r outstanding performance throughout the year	All main operating locations	Whole person/ team concept (i.e., production, management, etc.) Must meet criteria for item 14. Selected by RS	Annual	
16	Squadron Commander/ NAF Award/Incentive	(note 7)	Any civilian or military	(note 7)	As Required	7

<b>I T E M</b>	<b>A  Title of Award</b>	<b>B  Purpose</b>	<b>C  Eligibility</b>	<b>D  Criteria</b>	<b>E  Frequency</b>	<b>F See Note</b>
17	Rising Star Award	Recognize top 1 <sup>st</sup> year non-rookie	1 <sup>st</sup> year in recruiting but, not a rookie (After 1 January)	Highest percentage RS goal	Annual	
18	Top Officer Accession Recruiter Award	Recognize top OA recruiter	All OA recruiters	Highest percentage RS goal	Annual	
19	Top IMPACT Professional of The Year Award	Recognize top IMPACT Certified recruiter	All IMPACT Certified recruiters	Validated Assistance to RSOT	Annual	8

**NOTES:**

1. In cases where recruiters were in more than one category in the fiscal year, RSOO will consider them in the category they held the longest. For all annual awards, recruiters must have been in that category for a minimum of six months.
2. To be eligible for this award a recruiter (line only) must be assigned for a minimum of 9 months. Current fiscal year production/goal is considered, with time on station, to determine this award.
3. If accessions total:  
39-51 three per week  
52-64 four per week  
65-five per week, etc.
4. Recruiters who attain Century Club are not eligible for this award.
5. Recruiters may qualify for Century Club if they achieve 100 or more points based on the type of accessions they produce. Points are assigned using the following formula:  
5 points--Unit/IMA physicians (including Oral Surgeons), and Certified Registered Nurse Anesthetists (CRNAs)  
3 points--Unit/IMA allied health officers (excluding Oral Surgeons and CRNAs)  
2 points--Stipend health professions officers  
2 points--Two points for NPS accessions (excluding health professions accessions)  
2 points—Non-Prior Service Other (excluding health professions accessions)  
1 point--All other categories
6. To be eligible for this award Flight/OLs must meet the following criteria:
  - a. If Flight/OL achieves 100% or above CV requirement, they must achieve at least 100% of RS recruiting goal.

- b. If Flight/OL is below 100% CV requirement, they must achieve a minimum of 115% of RS goal.
  - c. Flight Health Professions senior recruiters must achieve a minimum of 115% of RS goal.
7. The Commander AFRC Recruiting Service may establish a special award/incentive to recognize exceptional achievement and/or contribution to the Air Force Reserve Command Recruiting Service mission (e.g. special recruiter production award, incentives for recruiters who attain 10, 15, or 20 years in recruiting). Recruiting Flight Commander special awards may also be established on a case-by-case basis, in coordination with HQ AFRCRS/RSOO, approved by AFRCRS/CC. A copy of approval letter and receipt of commodities purchased for Flight incentive awards will be kept on file IAW AFMAN 37-139.
  8. RSOT will determine award winner based on yearly contribution to teaching the IMPACT Selling System. Individual must have coached and mentored other recruiters in becoming IMPACT Certified and have volunteered and assisted RSOT in teaching the IMPACT Selling System throughout the FY.

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Commander